

CHAPTER 10

OBJECTIVES, POLICY AND SCOPE OF OPERATION

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11 MISSION

The Eastern Area Coordination Center (EACC) is located at Ft. Snelling, St. Paul, MN. EACC is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

The principal mission of EACC is to provide safe, cost effective and timely coordination of area resources for wildland fire emergencies. **As a partner in the National Response Plan (NRP) and as interagency cooperators, we will also meet the requirements of all-hazard incidents as directed by the NRP or Presidential and Secretarial direction.** This is achieved through planning, communications, area situation monitoring, coordinated agency needs projection, and expediting resource requests. EACC also plays a significant role in providing logistical support to the needs for Homeland Security incidents, natural disasters (floods, hurricanes, ice storms, earthquakes) and planned land management activities.

The Eastern Area Interagency Mobilization Guide supplements the National Interagency Mobilization Guide and identifies area procedures that guide the logistical support activity throughout the coordination system. This guide is intended **to facilitate interagency dispatch coordination, ensuring the timeliest and cost effective incident support services available are provided.** It is designed to accommodate amendments as needed and will be retained as current direction until amended. Local mobilization guides should be used to supplement the Eastern Area Mobilization Guide.

11.1 TOTAL MOBILITY

EACC coordinates the **positioning and** mobilization of available resources to meet anticipated and existing **incident, preparedness, severity, and wildland and/or prescribed fire needs** within the Eastern Area regardless of geographic location or agency affiliation.

11.1.1 EASTERN AREA LARGE FIRE TRAINEE ORDERING POLICY

The Eastern Area is committed to order a companion Trainee for 10% of all overhead ordered on all large fires within the area run by a willing Incident Management Team. Until accepted at the national level, the 10% trainee ordering requirement will not be imposed on Teams from outside the Area without their consent. Any Eastern Area IMT working within the Eastern Area will order the full 10%. This requirement is apart from the Trainees that an IMT carries.

Ten percent of all large fire overhead resource ("O" number) orders will generate a companion order for a trainee to shadow the qualified person for the duration of the assignment. Management Teams may choose their own system to generate the 10% orders (for example, every 10th Overhead order generates a trainee

companion order, or targeted to National Shortage or Team designated priority overhead positions).

The post incident evaluation of an Incident Management Team will include analysis of achievement of the 10% goal.

Trainees will be responsible for providing their task books to the trainer/coach/evaluator. Each mentor/coach/evaluator will have only one trainee. Ordering the trainee at the same time as the overhead will ensure the 1:1 ratio.

The Eastern Area Coordination Center will notify the Eastern Area Training Coordinators (John Grosman, PA-NAF and Bill Reynolds, WI-R09) of the deployment of any Incident Management Teams to Eastern Area incidents. These coordinators will then inform the local Agency administrators, the local dispatch center, and the Training Specialist of the IMT of the 10% trainee policy.

11.2 PRIORITIES

When competition for resources exists within the area, Eastern Area Coordination Center (EACC) will set priorities, or when needed, request the activation of an Eastern Area multi-agency coordination group (EMAC) to establish Area priorities. **EACC will also establish priorities for Eastern Area incidents and/or wildfires and will ensure timely reporting of these incidents to the National Incident Coordination Center.**

The single, overriding priority is the protection of human life – both that of our firefighters and of the public.

The standard criteria to be used in establishing priorities is:

1. Potential to destroy or harm human life
2. Potential to destroy
 - a. Communities
 - b. Community infrastructure (including: long term effects to economic sustainability and viability)
 - c. Historically significant cultural resources
 - d. Commercial business
 - e. Principal residence (year-round homes)
 - f. Non-principal residence (seasonal home, cabins, etc.)
 - g. Out-buildings (barns, unattached garages, utility buildings, etc.)
 - h. Potential to adversely impact cultural and natural resource values
 - i. Probability of meeting incident objectives

In addition to the above criteria, it is important that the following priority aspects are considered:

A. Maintaining initial action capability

- B. Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources**
- C. Limiting costs without compromising safety**
- D. Meeting agency suppression objectives**
- E. Supporting National Response Plan (NRP) taskings**

Once the Eastern Area situation is assessed, it then becomes imperative to advise all agencies and the National Interagency Coordination Center (NICC). This two-way communication provides all units the information they need to manage their resources in the most efficient manner.

- A. A multi-agency coordinating group (MAC) may be established at the request of any member agency. This group will be staffed to the level necessitated by the existing wildfire/incident emergency.
- B. When established the Eastern Area MAC group is delegated authority to:
 - 1. Establish priorities for fires/incidents within the area and report them to the EACC manager, who will then implement and report these priorities to NICC and the geographic area.
 - 2. Establish priorities for prepositioning and suppression requirements among units.
 - 3. Allocate critical resources.
 - 4. Reallocate critical resources when necessary as situations change.

12 SCOPE OF OPERATION

12.1 GENERAL

12.1.1 NATIONAL RESPONSE PLAN (See NMG Ch. 10, Section 12)

Under provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288, as amended), federal agencies provide assistance to presidential declared disasters and emergencies nationwide. The Federal Emergency Management Agency (FEMA) is the overall coordinator of the National Response Plan (NRP).

The NRP is based upon the fundamental assumption that a significant disaster or emergency will overwhelm the capability of state and local governments to carry out the extensive emergency operations necessary to save lives and property. These operations have been grouped into 15 emergency support functions (ESF's) and 9 support annexes. These departments and agencies have been assigned primary and support responsibilities for each of these functions.

USDA – Forest Service has been assigned the primary responsibility for ESF4, firefighting (structural and wildland). By virtue of this responsibility, the Forest Service has the lead for ESF4 and is charged with support to the other 14 ESF's. Other ESF's may task the Forest Service for assistance outside the firefighting function by issuing an **Action Request form (ARF)**. Mission Assignments for initiating the activation of the

Regional Response Coordination Center (RRCC) will be submitted to the Regional contact (reference: Eastern Area Interagency Mobilization Guide, Chapter 12.1.1.3.2), who will initiate the resource order to fill the ESF4 position at the RRCC. The ESF4 will then serve as the initiator for other resources based on **Action Request forms (ARF's)** issued by FEMA or other Federal agencies working at the RRCC. The Mission Assignment (MA) and/or the **Action Request form (ARF)** will serve as the obligating document allowing for the expenditure of FEMA funds. EACC will provide "F" codes for all resources ordered in support of FEMA activities **within the Eastern Area**.

FEMA Region II has its headquarters in New York City, is responsible for disaster support for the **US Territories** in the Caribbean, comprising Puerto Rico and the U.S. Virgin Islands. Resources ordered for the Caribbean will be filled through EACC. Expanded dispatch resources in the Caribbean **may** be provided through the Southern Area Coordination Center (SACC), and will be established at a predetermined site on the Caribbean National Forest. The mobilization of the dispatch resources will be coordinated between EACC and SACC. Reference FEMA web page: www.fema.gov

12.1.1.1 FIRE SUPPRESSION ASSISTANCE (under FEMA)

The Forest Service has a primary responsibility for providing principal advisors and ESF4's to FEMA for technical advice and assistance in support of Section 420 of the Stafford Act (*FSM 3142*). This Section authorizes FEMA to provide assistance including grants, equipment, supplies, and personnel, to any site for the suppression of any wildfire on publicly or privately-owned forest or grassland that threatens such destruction as would constitute a major disaster.

Principle advisors will provide an "assessment of the situation to FEMA as to the threat posed to individuals and improved structures by the uncontrolled wildfire and the prognosis for the future course of the fire." Principle advisors for the Eastern Area will be the Fire Management Officer on the National Forest within the State requesting the assistance, or the closest available National Forest Fire Management Officer for those States that do not have a National Forest within them. Principle Advisors will be designated by the Regional contact (reference Eastern Area Interagency Mobilization Guide, Chapter 12.1.1.3.2). In the event a National Forest Fire Management Officer is not available, the following will serve as principle advisor:

Wayne Bushnell
USDA Forest Service
Forest Service
Eastern Regional Office
626 E. Wisconsin Ave., Ste. 700
Milwaukee, WI 53202
Office: 414-297-3682

Bob Hartlove
USDA Forest Service
Northeastern Area State & Private
11 Campus Boulevard, Suite 200
Newtown Square, PA 19073
Office: 610-557-4161

Principal advisor reference FEMA web sites: www.fema.gov & <http://docnet.fema.gov>

12.1.1.2 COST REIMBURSEMENT

12.1.1.2.1 NATIONAL RESPONSE PLAN (NRP) (See NMG Ch. 10, Section 12)

- (1) Costs of contracts for services listed by title and costs in support of response activities.
- (2) Materials, supplies, services, rental expenses, and miscellaneous expenses needed in support of response activities.
- (3) Travel, transportation, and per diem costs for all employees and cooperators in support of response activities.
- (4) Overtime expenses for any employees and cooperators in support of response activities.
- (5) All wages (regular time and overtime) of temporary personnel or non-Federal cooperators where cooperative agreements exist, such as with state or local employees, needed in support of response activities.
- (6) All costs incurred which are paid from trust, revolving, or other funds (BD, KV) whose reimbursement is required by law.
- (7) The costs of "backfilling" Forest Service employees into local home unit positions that have been mobilized to FEMA disaster assignments only tasked by GSA. GSA will pay all costs.

FEMA will NOT pay the base 8-hour salary costs of permanent full time (PFT) Forest Service employees, unless they fall into the #6 category listed above, or the RFA covers these costs. Until this issue is resolved, Forest Service responses can be managed by planning to use personnel funded by trust or revolving accounts, or by using trained local personnel with whom the Forest Service has cooperative agreements wherever possible. Other opportunities exist where Forest Service permanent full time employees assigned to disaster responses should train state and local personnel on site so that those responsibilities can be turned over to local authorities and Forest Service employees can return to their home units as soon as possible.

12.1.1.2.2 FIRE SUPPRESSION ASSISTANCE

Under Section 420 of the Stafford Act, FEMA provides assistance to the state. Forest Service assistance is provided under terms of the cooperative fire agreement between the Forest Service and the state. Regular Forest Service fiscal procedures are followed as covered under the Forest Service - state agreements and Forest Service fiscal procedures. The FEMA reimbursement is made to the state, unless other arrangements are made. All "FIRE" fiscal procedures and policy apply.

12.1.1.2.3 OTHER THAN THE NRP OR SECTION 420 ASSISTANCE

Response Procedures without a Presidential Declaration

Without a Presidential declaration of a major disaster, Federal agencies must respond within the limits of their own authorities and agency funds. Appropriations bill language

and Comptroller General (CG) decisions exist which can be used to guide the limits of response in individual situations.

12.1.1.3 FOREST SERVICE RESPONSE PROCEDURES

12.1.1.3.1 RESPONSE UNDER NRP

Requests for firefighting or other emergency assistance:

- A. National Response Coordination Center (NRCC)
 - 1. Staffing of ESF4 positions at NRCC will be ordered through the Southern Area Coordination Center (SACC).
- B. National Response Plan (NRP) response within the Eastern Area:
 - 1. NRP activated by FEMA
 - 2. FEMA notifies the Forest Service Point of Contact within the respective FEMA Regions that ESF4 has been activated under the NRP.
 - 3. Eastern Area Points of Contacts:
 - i. FEMA Region 1, 2, 3 & 7 (east) – Point of Contact will be the Northeastern Area State & Private Forestry (NA S&PF) Emergency Operations Coordinator
 - ii. FEMA Region 5 – Point of Contact will be the Region 9 Regional Office FS (R9 RO) Fire & Emergency Operations Manager
 - 4. Fiscal Responsibilities:
 - i. A copy of the FEMA **Mission Assignment** will be forwarded to EACC to initiate the F-code for the RRCC staffing assignment
 - ii. F-codes for FEMA Regions 1, 2, 3, & 7 (east) will be issued by Gloria Pellin or Terry Gross of NA S&PF FS.
 - iii. F-codes for FEMA Region 5 will be issued by Kate Lahti, R9 FS.
 - iv. NA S&PF / R9 FS will provide the ESF4 with F-codes for cost tracking and reimbursement purposes. An “F” code will be assigned to each Mission Assignment (MA) and / or **Action Request form (ARF)**.
 - 5. Resource Ordering for NRP response within the Eastern Area:
 - i. The NA/R9 Point of Contact will place a resource order for a Lead ESF4 with EACC. A copy of the FEMA mission assignment will be faxed to EACC to document the request.
 - ii. EACC will fill the resource order for the Lead ESF4 from within the Eastern Area.
 - iii. All resource ordering for FEMA incidents located within the Eastern Area will go from the ESF4 directly to EACC.
 - iv. EACC will fill all resource orders with the appropriate resources, using established dispatch channels. Resource orders will include the assigned F-codes and Mission Assignment numbers.

- v. Incident Management Teams (IMTs) assigned to incidents located within the Eastern Area will order incident resources directly through EACC, or an expanded dispatch operation if one has been established.
 - vi. Upon arrival, IMTs should receive a delegation of authority from the designated FS Point of Contact (NA or R9) with the major safety concerns outlined for the IMT to address. Individuals must be afforded the same opportunity.
 - vii. Prior to beginning work, every resource must be provided with a job hazard analysis, including but not limited to: hazards, work techniques, training and personal protective equipment.
 - viii. Name requests for incident resources should be limited to team members of assigned teams, or to acquire specialized experience not available within the Area.
 - ix. Mobilization and demobilization of all resources will be in accordance with established policies for incidents as described in the National, Geographic, and Area Interagency Mobilization Guides.
6. FEMA Incident Documentation:
- i. FEMA Region 1, 2, 3 & 7 (east): When FEMA closes the ESF4 function at the RRCC / JFO, the ESF4 will send the incident close-out packages to the Emergency Operations Coordinator at NA S&PF in Newtown Square, PA (see Chapter 50, Section 53.2 for NA S&PF mailing address).
 - ii. FEMA Region 5 – When FEMA closes the ESF4 function at the RRCC / JFO, the ESF4 will send the incident closeout packages go to the Fire & Emergency Operations Manager at R9 RO in Milwaukee, WI (see Chapter 50, Section 53.1 for R9 RO mailing address).
- C. Forest Service Response in FEMA Region 2 & 3 (within the Caribbean and in the Commonwealth of Virginia).

The Caribbean Islands and the Commonwealth of Virginia are collocated within the southern boundaries of FEMA Regions 2 & 3, and the northern boundaries of Forest Service Region 8. The FEMA Regional Offices communicate with NA S&PF for response within these geographic areas.

The following operational procedures will be followed for Forest Service Response to FEMA requests within the Caribbean and the Commonwealth of Virginia:

1. National Response Plan (NRP) activated by FEMA.
2. FEMA notifies the Forest Service Point of Contact within the respective FEMA Region that the ESF4 function has been activated under the NRP.

3. The NA S&PF Point of Contact will place a resource order for two ESF4s with EACC. A copy of the FEMA Mission Assignment will be faxed to EACC to document the request.
 - i. EACC will provide one Lead ESF4 to the FEMA RRCC for Region II / III to represent the Eastern Area.
 - ii. SACC will provide one Lead ESF4, if determined to be needed, to the FEMA RRCC for Region II / III to represent the Southern Area.
 4. Fiscal Responsibilities:
 - i. F-codes for FEMA Regions 2 & 3 will be issued by Gloria Pellin or Terry Gross, FS NA S&PF.
 - ii. NA S&PF will provide SACC and the ESF4s with F-codes for cost tracking and reimbursement purposes. An “F” code will be assigned to each Mission Assignment (MA) and/or **Action Request form (ARF)**.
 5. Resource Ordering for within Caribbean and the Commonwealth of Virginia
 - i. SACC will provide staffing for ESF4 at the Joint Field Office (JFO) when it is established in Puerto Rico or the Caribbean.
 - ii. All resource ordering for FEMA incidents located within the Caribbean or the Commonwealth of Virginia will go from the ESF4 directly to SACC.
 - iii. Incident Management Teams (IMTs) ordered for deployment to the Caribbean / the Commonwealth of Virginia will be ordered through SACC.
 - iv. SACC will fill all resource orders with the appropriate resources, using established dispatch channels. Resource orders will include the assigned F-codes and Mission Assignment numbers.
 - v. IMTs assigned to incidents located within the Caribbean or the Commonwealth of Virginia will order incident resources directly through SACC, or an expanded dispatch operation if one has been established.
 - vi. Upon arrival, IMTs should receive a delegation of authority from the NA S&PF Emergency Operations Coordinator with the major safety concerns outlined for the IMT to address. Individuals must be afforded the same opportunity.
 - vii. Prior to beginning work, every resource must be provided with a job hazard analysis, including but not limited to: hazards, work techniques, training and personal protective equipment.
 6. FEMA Incident Documentation:
 - i. When FEMA closes the ESF4 function at the RRCC / JFO, the ESF4 will send the incident close-out packages to the Emergency Operations Coordinator at NA S&PF in Newtown Square, PA (see Chapter 50, Section 53.2 for NA S&PF mailing address).
- D. Cooperator Response to Homeland Security incidents within Eastern Area:
1. Each member agency should evaluate the conditions for employment with the enabling legislation / authorities to ensure proper reimbursement.

2. Availability lists will continue to be maintained as specified by National direction. Managers are encouraged to identify those firefighters, which may not be available for response to Homeland Security incident.
3. The host agency will encourage to share intelligence to ensure firefighters mobilized may bring appropriate or unique personal protective equipment.
4. Upon arrival, IMTs should receive a delegation of authority from the NA S&PF Emergency Operations Coordinator with the major safety concerns outlined for the IMT to address. Individuals must be afforded the same opportunity.
5. Prior to beginning work, every resource must be provided with a job hazard analysis, including but not limited to: hazards, work techniques, training and personal protective equipment.

12.1.1.3.2 NON FIRE FISCAL CODING

Use Regional series of "F" codes for disaster assignment resource tracking and reimbursement (reference: FSH 6509.Ilk-9504). EACC will issue sequential "F" codes supplied by Region 9 OR Northeastern Area State and Private Fiscal Management.



FEMA REGIONAL CONTACTS

FEMA Region	States Involved	Contact
1	Maine, New Hampshire, Massachusetts, Vermont, Connecticut, Rhode Island	Bob Hartlove, Northeastern Area S&PF FS Office: (610) 557-4161 Cell: (610) 742-7593
2	New York, New Jersey, Puerto Rico, U.S. Virgin Islands	Bob Hartlove, Northeastern Area S&PF FS Office: (610) 557-4161 Cell: (610) 742-7593
3	Pennsylvania, Delaware, Maryland, District of Columbia, Virginia*, West Virginia	Bob Hartlove, Northeastern Area S&PF FS Office: (610) 557-4161 Cell: (610) 742-7593
5	Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota	Wayne Bushnell, FS Region 9 Office: (414) 297-3682 Cell: (414) 403-0058
7	Kansas, Nebraska	Dave Clement , FS Region 2 ** Office: (303) 275-5791 Cell: (303) 886-2173
7	Iowa, Missouri	Bob Hartlove, Northeastern Area S&PF Office: (610) 557-4161 Cell: (610) 742-7593

Notes:

*Dispatch of resources for disaster assistance will be made through the Virginia Interagency Coordination Center (VICC), Charlottesville, VA.

** **Dave Clement** will function as the Regional contact for FEMA Region VII. **Dave** will work through the Rocky Mountain Area Coordination Center to provide resources and support to disaster assistance in Kansas and Nebraska. Bob Hartlove, Northeastern Area S&PF, will work through the Eastern Area Coordination Center (EACC) to provide resources and support for disaster assistance in Iowa and/or Missouri.

For additional FEMA contact information, please see Chapter 50, Section 58.

12.1.2 OFFICE OF FOREIGN DISASTER ASSISTANCE (See NMG, Ch. 10)**12.1.3 COOPERATIVE AGREEMENTS**

All cooperative agreements must be in writing. A copy of the agreement relating to adjacent units / areas outside of the Eastern Area and / or national resources will be furnished to the Eastern Area Coordination Center.

13 MOBILIZATION / DEMOBILIZATION

EACC provides for mobilization and demobilization of resources between the 20 northeastern states, Bureau of Indian Affairs (BIA), National Park Service (NPS), Fish and Wildlife Service (FWS), Forest Service (FS), National Weather Service (NWS), and other cooperators.

When resources are required, requests will be placed through established dispatch channels and documented through established ROSS procedures. Confirmed resource orders received through proper dispatch channels provide the only authority for individuals to make travel arrangements and to expend funds to an incident charge code.

Any deviation from Special Needs and/or Requirements as indicated on the ROSS resource order must be approved in advance by the Requesting Unit or Incident and must be followed up by documenting the agreed-upon changes in ROSS.

When an Eastern Area resource is reassigned from one incident to a second incident, a notification message will occur through the ROSS system.

Units responding to requests are responsible for ensuring the resources dispatched meet the criteria specified in this guide, the National Interagency Mobilization Guide and/or the Wildfire Fire Qualification Subsystem Guide Handbook (NWCG 310-1). All dispatchers, fire managers, and firefighters will follow safety guidelines, policy, risk-analysis and management guidelines to minimize exposure to hazards.

Resource Commitment: All resources are expected to state their length of commitment prior to mobilization (including travel days). Using the ROSS status for resource availability, resource commitment is expected to be available for a minimum of 14 days excluding travel. The 14 day duration can be extended up to **30 days excluding** travel upon agreement with the sending unit. This does not supercede state agreements.

13.1 WORK / REST, LENGTH OF ASSIGNMENT, AND DAYS OFF

In order to provide for safe, efficient, and effective support to wildland fire operations, the following policy on work/rest, length of assignments, and incident driving operations is established. This policy applies to ALL firefighters, overhead, dispatchers, and support personnel.

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration, and shift length for personnel, including casuals (AD), contracted crews, and EERA resources.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 1 or 2 Incident Commander or Agency Administrator (incident host or home unit) may provide time off supplementary to mandatory days off requirements. For Type 3-5 incidents, paid days off should be rare

exceptions. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day(s) off with pay.

The Incident Commander or Agency Administrator authority to grant a day off with pay lies within 5 U.S.C. 6104, 5 CFR 610.301-306, and 56 Comp. Gen. Decision 393 (1977).

A. WORK / REST GUIDELINES

Work/rest guidelines should be met on all incidents.

Plan for and ensure a 2:1 Work to Rest ratio. For example, for every 2 hours of work/travel, provide 1 hour of sleep/rest within a 24 hour period. It doesn't matter when the 24 hour period starts but it must be consistent for each subsequent 24 hour period. Work shifts that exceed 16 hours within a 24 hour period and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible. Any time that exceeds the guidelines (in excess of 16 hours of work/travel within a 24 hour period), it must be documented along with the appropriate mitigation actions taken.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The time officer's/unit leader's approval of the Emergency Firefighter Time Report (OF-288), or other agency pay document, certifies that the required documentation is on file and no further documentation is required for pay purposes.

The work/rest guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

B. LENGTH OF ASSIGNMENT

1. Assignment Definition

An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

2. Length of Assignment

Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible extensions identified below.

Time spent in staging and preposition status counts toward the 14-day limit, regardless of pay status, for all personnel, including Incident Management Teams.

3. Days Off

After completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident. See Section 12.1-2; 5 U.S.C. 6104, 5 CFR 610.301-306; and 56 Comp. Gen. Decision 393 (1977). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Refer to the current AD Plan for additional information.

Casuals (ADs) **and contract resources** are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

All length of assignment rules apply to aviation resources, including aircraft pilots, notwithstanding the FAA and agency day off regulations.

4. Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

- a. Life and property are imminently threatened,
- b. Suppression objectives are close to being met,
- c. A military battalion is assigned, or
- d. Replacement resources are unavailable, or have not yet arrived.

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.

Contracts and Emergency Equipment Rental Agreements (EERAs) should be reviewed for appropriate pay requirements and length of assignment. If the contract or EERAs do not address this, the incident finance/administration section chief or the procurement official should be consulted as to whether compensation for a day off is appropriate.

Single Resource/Kind Extensions:

The Section Chief or Incident Commander will identify the need for assignment extension and will obtain the affected resource's concurrence. The Section Chief and affected resource will acquire and document the home unit supervisor's approval.

The Incident Commander approves the extension. If a convened Geographic or National Multi-Agency Coordinating Group (GMAC/NMAC) directs, the Incident Commander approves only after GMAC/NMAC concurrence.

If the potential exists for reassignment to another incident during the extension, the home unit supervisor and affected resource will be advised and must concur prior to reassignment.

Incident Management Team Extensions:

Incident Management Team extensions are to be negotiated between the incident Agency Administrator, the Incident Commander, and the GMAC/NMAC (if directed).

Assignment Extension form should be initiated by the resource's current dispatch center (incident dispatch center) and should be communicated to the resource's home dispatch center and a copy should be passed on to the resource's supervisor. In addition, the resource's home dispatch center should attach a copy of the form & documentation to the timesheet. Documentation should also be entered into ROSS on the resource's request order by the resource's home dispatch center and a courtesy call to EACC should be made. The Assignment Extension form can be found in the NMG Chapter 20, Section 28.13.

Upon release from the assignment, regardless of extension duration, two mandatory days off will be provided immediately following the return to the home unit and are chargeable to the incident. (See above for compensation and days off guidelines.)

13.2 INCIDENT OPERATIONS DRIVING

These standards address driving by personnel actively engaged in wildland fire or all-**hazard** response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

A. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.

B. If the Incident is further than 500 miles (or approximately a 10 hr driving duty day), additional authorization must be requested and approved from the EACC Coordinator prior to resource mobilization for all Overhead requests authorizing Agency Owned or Government Owned Vehicles (AOV / GOV).

C. No driver will drive more than 10 hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.

D. A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when *essential* to:

1. Accomplish *immediate* and *critical* suppression objectives,
or
2. Address *immediate* and *critical* firefighter or public safety issues.

E. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16 hour work shifts. This is required regardless of whether the driver was still compliant with the 10 hour individual (behind the wheel) driving time limitations.

13.3 INITIAL ATTACK DEFINITION (See NMG, Ch. 10)

A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the spread of the wildfire and suppress it at least cost. An aggressive suppression action that is consistent with firefighter and public safety.

A fire that is generally contained by the initial attack resources initially dispatched, without significant reinforcements, within two hours after initial attack, and full control is expected within the first burning period.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- A. Resource dispatched are identified in formalized Agreements, Operating Plans, or Memoranda of Understanding and are located on / or adjacent to mutual jurisdictional wildland fire management boundaries.
- B. GACCs may order initial attack air tankers, lead planes and Aerial Supervision Modules (ASM1) from neighboring GACCs, as defined in Geographic Area Mobilization Guides.

The Eastern Area Coordination Center (EACC) may order initial attack air tankers and lead planes or Air Supervisor Modules directly from the Southern Area Coordination Center (SACC). Please see EMG Chapter 40, Section 45.1 for additional ordering and mobilization information regarding Region 8 and Region 9 Suppression Support.

- C. At the time it becomes evident the incident will not be contained during the first operational period, resources involved will be formally ordered through established ordering channels.

13.4 RESOURCE MOBILIZATION (Also see NMG, Ch. 10)

Resources mobilized through EACC will be requested and documented using established ROSS procedures.

Prior to incident mobilization, all resources will be requested, by a standard resource categorization and identified with a unique request number through established dispatch channels.

NICC will not process requests for resources that mobilize without being requested in ROSS.

Per the 2004 NWCG Interagency Incident Business Management Handbook (NFES 2160 / PMS 902), the following positions are key positions and may only be filled

by current agency employees: Area Commander Type 1 & Type 2; Incident Commander Type 1 & Type 2; Deputy Incident Commander Type 1 & Type 2.

In addition, the 2004 NWCG Interagency Incident Business Management Handbook (NFES 2160 / PMS 902) also recommends that the following positions also be filled by current agency employees: Incident Business Advisor, Finance/Administration Section Chief, Procurement Unit Leader, Compensation/Claims Unit Leader, and Injury Compensation Specialist. See IIBM Chapter 10, section 11.2 for additional details.

Per the March 23, 2006 FSH 5109.34 Pay Plan for Emergency Workers, Security Specialist Level 1 and Level 2 (& Trainees), Security Manager (& Trainees), Fire Investigator and Buying Team Leaders are also key positions and may be filled only by current agency employees.

Request types and each resource will have a unique ROSS request number from one of the following categories:

A = Aircraft E = Equipment O = Overhead S = Supplies C = Crews
IA= Initial Attack (used by local IA dispatch centers)

13.4.1 NIGHT MOBILIZATION

Night mobilization (mobilization between the hours of 2200 and 0500) is to be avoided other than with specific commercial carriers (for example: National contract aircraft, bus carriers, etc). If incident objectives necessitate “night mobilization”, then mode of travel and travel times will be negotiated with the ordering office and EACC to ensure personnel safety and rest requirements are met.

13.5 NATIONAL RESOURCES (See NMG Ch. 10)

13.6 NOTIFICATION OF COMMITMENT OF NATIONAL/INTERNATIONAL RESOURCES

Eastern Area units will notify EACC of the commitment of national and international resources within their local unit. Notification will be initiated by electronic mail (DMS system) within 15 minutes of commitment. See EMG, Ch. 20, Section 21.2.2 and Section 24.1 for additional information.

- A. When national resources are committed internally to an incident or are no longer available for dispatch.
- B. When available again (resources on duty and available for dispatch).
- C. When location changes.

D. At the time 50% of the Smokejumpers at home bases are dispatched or committed.

13.7 UNABLE TO FILL (UTF) PROCEDURE (See NMG Ch. 10)

A 48 HOUR “UNABLE TO FILL” POLICY EXISTS NATIONALLY. Dispatch units have the responsibility to notify EACC immediately when the request is filled or unable to fill. EACC will determine the appropriate action needed at that time. **NICC will not accept or process any request previously UTF'd unless a new request number is assigned.**

13.8 STANDARD CUBES, WEIGHT AND GEAR POLICY FOR ALL PERSONNEL (CWN Helicopter Managers, See NMG, Ch. 60)

All personnel dispatched through EACC must conform to the following limitations.

- A. One frameless, soft pack not to exceed 45 pounds.
- B. Either web gear or briefcase (not both), not to exceed 20 pounds.
- C. Maximum allowable crew weight, including equipment, is 5,100 pounds.
- D. All personnel baggage weights must be displayed separately from individual weights on flight manifests.
- E. Pre-identified **Type 1** Incident Management Team members are authorized additional weight not to exceed **300** pounds, **for** equipment per team. The incident commander (IC) must designate, in advance, which team members are authorized additional weight and make this a matter of record.

13.9 STRIKE TEAMS/TASK FORCES (See NMG, Ch. 10)

13.10 WILDLAND FIRE WEATHER FORECASTS

Dissemination of Fire Weather Information: Incident commanders on all incidents will be responsible for all suppression resources being briefed on current and expected fire weather danger information prior to any line assignment. Also see NMG, Ch 10.13.10.

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